



**DEPARTMENT OF PUBLIC WORKS
147 HAMPSHIRE STREET
CAMBRIDGE, MA 02139**

PERMIT APPLICATION FOR PARKS & PUBLIC AREAS

FOR NON-ATHLETIC EVENTS ONLY

Athletic events require approval from the Recreation Department

Contact Kevin Clark at (617) 349-6238

Non-athletic Event

Name of Person/Organization

Location Requested

Date Permit to Take Effect

Times Requested: From

To

Description of Event and/or Special Requests:

Applicant has received a copy of the DPW Park Use Do's & Don'ts

How many people expected to attend?

Person(s) responsible for cleanup?

Signature of Applicant

Home Telephone

Address

Work Telephone

A PUBLIC GATHERING OF 200 OR MORE PEOPLE WILL REQUIRE A POLICE DETAIL.

Please call (617) 349-3352 for further information. Note: All scheduled and reserved City of Cambridge sponsored Public Events have priority over non City events. Failure to comply with any of the procedures (see attached sheet) may result in immediate cancellation of Permit and possible penalty fees. Applications must be submitted two (2) weeks prior to requested date. Questions concerning park use should be directed to Operations Manager at (617) 349-4846 or Superintendent of Parks & Forestry at (617) 349-4880.

**PLEASE RETURN APPLICATION TO DPW AT THE ADDRESS LISTED ABOVE OR FAX
COPY TO ANNETTE RODIBAUGH, OPERATIONS MANAGER AT (617) 349-4868.**

FOR OFFICE USE ONLY

Permit: **Approved** _____ **Denied** _____

Area Park Supervisor _____ **Date** _____

Permit Administrator _____ **Date** _____

_____ **Date** _____

Greg Garber, Superintendent of Parks & Forestry

Lisa Peterson, Public Works Commissioner **Date** _____

Special

Conditions: _____

